All:

The purpose of these emails is to inform users of important updates or enhancements to the GEARS financial system and/or changes and reminders in reference to work processes. The emails are distributed to all people that have a GEARS user account. Upon receipt, please review the emails for any information that may be pertinent to your position and department. All previous GEARS update emails can be found on the courtnet GEARS site under the Archived Messages link.

GENERAL:

Close Dates – Below are the close dates for the remainder of FY21. Please be sure to have all documents and end-of-month processing complete by the last date noted for each month. When a period is closed, the system will provide date messages that will prevent the saving of documents/work. Please note, there is a tip sheet titled, "What to do if you get a closed period message", on the GEARS site under the "general" heading.

MONTH	LAST POSTING DATE
October	November 16
November	December 15
December	January 15
January	February 16
February	March 15
March	April 15
April	May 17
May	June 15
June	Please follow deadlines that will be published in the year-end schedule.

GEARS Training – Due to the pandemic, the method of delivering GEARS training has been changed. In-person classes will not be possible. The training sessions will be held via Microsoft Teams and the topics will be tailored to very specific functional tasks. Students will follow along with the tip sheets while watching the instructor onscreen perform the tasks with the ability to ask questions. Please review the attached file and follow the instructions to register. We appreciate your patience as we strive to provide education in a new format. As always, there are many ways to receive GEARS assistance, Tip Sheets on the GEARS site, Service Now tickets, or contact with respective AOC departments.

ORDER TO CASH:

Archived Data – Due to system space issues and to speed up system processing, the GEARS Team has archived Fiscal Year 2016 OTC Billing Data. At this point, FY2014 – FY2016 have been

archived. This only impacts the retrieval of information within the OTC module. The archival of this data will not impact your general ledger reporting, as this data resides in different tables. The team will continue to analyze what other data can possibly be archived in the future as well. If you have any issues or needs regarding the archived data, please email the request to judfinrevdc@mdcourts.gov or judfinrevcc@mdcourts.gov as needed for assistance.

Circuit Court Billing Interface Errors – These errors are caused when a cashier rings in a Fixed Price Item charge incorrectly, i.e. Marriage Application License or Marriage Civil Ceremony incorrectly. These two fixed price items must have only one payment method and must be rung with the full amount. Please always verify the message log from your Billing Interface process to ensure there are no interface errors. If any errors are noted, please enter a Service Now ticket if assistance is needed in making the correction.

Local Accounting Cash Drawer – The daily Local Accounting Cash Drawer process has been modified to consolidate the Bus-Payment/CLEAR-CRD/CLEAR-ECK, etc. rows on each bill. Previously, each charge item/identifier had a matching payment line on each bill. With the new change, the same charge items will continue to display on each BUS bill; however, there will only be one payment line. The process has been modified to reduce the growing volume of billing transactions and storage space required, plus to increase efficiency while working within the billing module.

Local Detail Activity Report – The Revenue Detail Activity Report has been modified to allow users to now run the report for more than a one-month period within the same fiscal year. Please note, the beginning date entered must be the first day of a month and the ending date will default in as the last day of the same month. However, a user can now override the ending date to a different desired month end date to include multiple months in the same report. Additionally, the report will continue to be processed in a PDF format as the default option or a user can change the output selection to CSV, where upon it can be saved as an excel file upon opening.

PROCURE TO PAY:

ePro Requisitions – The tip sheets for creating requisitions have been renamed to hopefully assist users in determining the appropriate tip sheet to select and follow.
- Creating an eProcurement Requisition for Non-asset Purchases – A non-asset requisition is created in the eProcurement module for procuring non-asset goods/services (requisitions utilizing accounts other than 0701, 10xx, 11xx, 14xx).
- Creating an eProcurement Requisition for Asset Purchases to be Received in the AOC or DCHQ Warehouse – An express item entry requisition is created in the eProcurement module for procuring assets (utilizing accounts 0701, 10xx, 11xx, 14xx) that will be received in an inventory warehouse location (AOCWH02, DCITWH01, DCWH02, etc.).

- Creating an eProcurement Requisition for Asset Purchases to be Received in Offices or Courts Locally – This special request requisition is created in the eProcurement module for procuring assets (utilizing accounts 0701, 10xx, 11xx, 14xx) that will NOT be received in an inventory warehouse location.

If you should any questions about the above information, please feel free to contact me.

Please stay safe.

Thank you,

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